

Notice of Service Delay

Dear [Client Name],

We hope this message finds you well. We are writing to inform you that due to [reason for delay], there will be a delay in the service that we are currently providing to you. We sincerely apologize for any inconvenience this may cause.

We understand how important our services are to you, and we are actively working to resolve the situation. We expect to have everything back on track by [expected resolution date].

Thank you for your understanding and patience during this time. If you have any questions or need further assistance, please do not hesitate to reach out to us at [contact information].

Sincerely,

[Your Company Name]

[Your Contact Information]